

## Department of Administrative Services State Purchasing

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# Vendor's Guide to eQuote

August 2008

# Preface

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## Introduction

This manual has been produced as a tool to help you understand eQuote and to respond to eQuote bids when you receive an email inviting you to participate in an eQuote solicitation. Our hope is that you will find this manual valuable.

### **DISCLAIMER**

Due to changes and updates to the eQuote system, it is possible this manual may become obsolete or outdated. The vendor is responsible for checking the web periodically for updates and revisions to this document. If changes have occurred, it is recommended that the vendor print the entire manual from this website to obtain a current copy.

Should you need help, please contact State Purchasing Division Customer Service at 404-657-6000.

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## Chapter 1: Introduction to eQuote and Registering on the Vendor Registration System

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This Vendor's Guide to eQuote is being provided to help you use eQuote.

eQuote is a procurement sourcing and solicitation tool that enables agency purchasing agents to electronically send out informal bid opportunities. The eQuote system then, in turn, allows the contacted vendors to electronically respond to the bid opportunity. Once bids have been submitted and the bid closing date and time have been reached, purchasing agents are able to evaluate submitted bids, make an award decision, and notify vendors of the award decision electronically.

eQuote is an alternative to faxing small value purchase requests between \$5,000 and \$9,999 and to posting solicitations equal to or greater than \$10,000 to the Georgia Procurement Registry (GPR). It is user-friendly and requires minimal instruction. The eQuote system was specifically designed for simple informal solicitations and enables the purchasing agent to split a bid by line item if it is determined to be advantageous to the State. Award decisions are based solely on which is the lowest responsible and responsive bid. Thus, RFP bid opportunities and more complex RFQ bid opportunities will still use the GPR to deliver the solicitation information to prospective suppliers.

To participate, the vendor must be registered on the Vendor Registration System (VRS).

### Registering on the Vendor Registration System

Using the Vendor Registration System(VRS) involves establishing a VRS use name and Password. This user name and password should not be confused with the User ID and Password that is included in the eQuote email invitation. The VRS user name and password is constant—unless it is changed by the vendor. On the other hand, an eQuote-generated User ID and Password are specific to that eQuote and are deactivated once the eQuote closes or is cancelled.

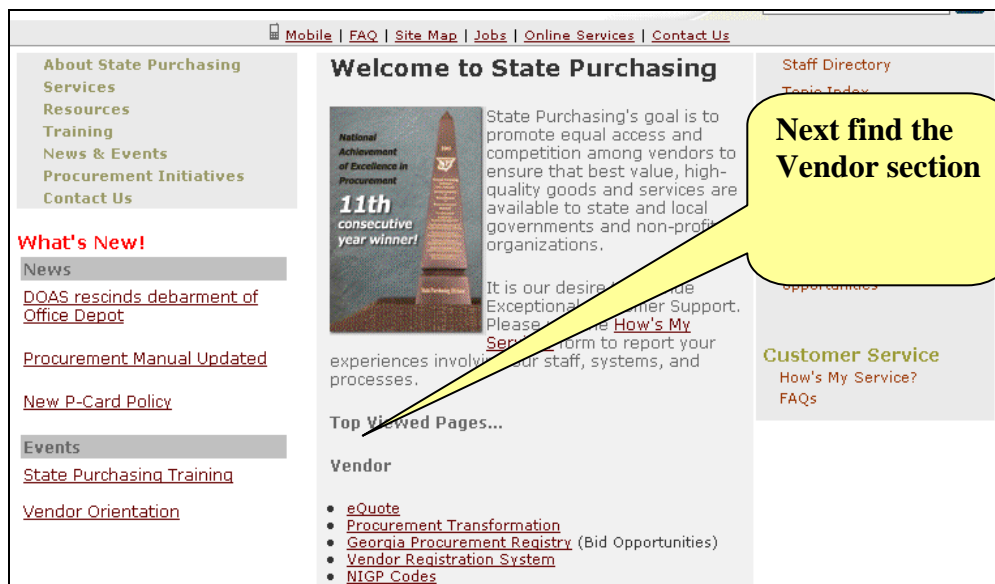
To register on the Vendor Registration system, the vendor needs to go to the DOAS webpage at: <http://www.doas.georgia.gov>. For direct access to the VRS the address is as follows: <https://ssl.doas.state.ga.us/VendorDB/mainframe.jsp>

Locate the DOAS web page at: <http://www.doas.georgia.gov>



Click: [State Purchasing](#) under **Quick Links to...**

The following screen will appear:



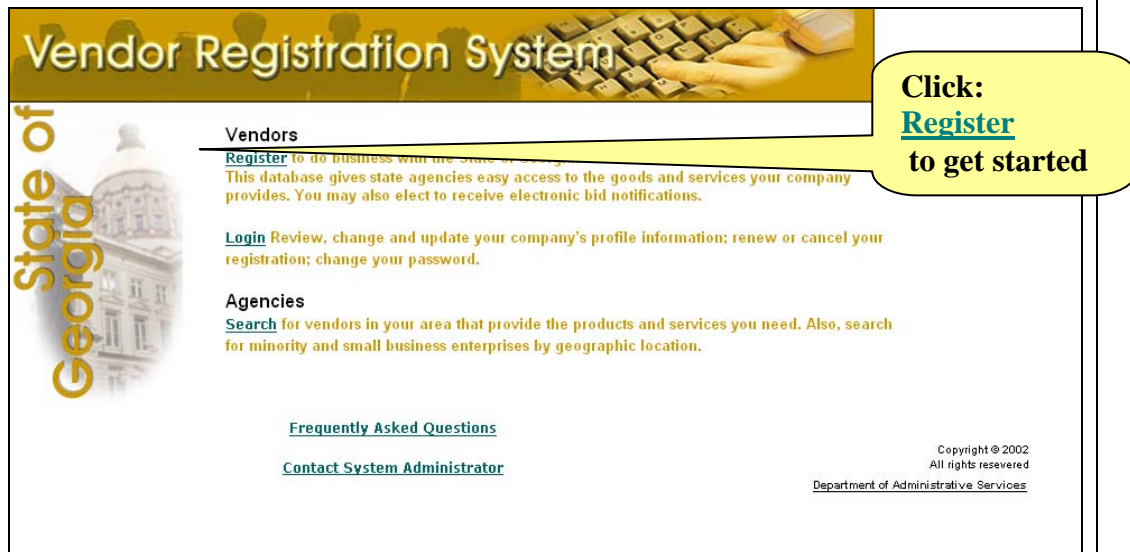
Click: [Vendor Registration System](#)

The following screen will appear:



Click: [Vendor Registration System](#)

The following screen will appear



Click: [Register](#)

The following screen will appear:

## Vendor Registration

FEIN: Federal Employer Identification Number (Numbers only, No dashes)  
SSN: Social Security Number (Numbers Only, No dashes)  
International Vendors - For International Companies with NO FEIN # or SSN

User Name:   
Registration Type: ☒ FEIN ☐ SSN ☐ International  
Zip Code:   
FEIN #:

Due to State and Federal reporting requirements, if your company operates under a Federal Employers Identification Number (FEIN), DOAS requires vendors to utilize their FEI Number in this system. Social Security Numbers should ONLY be used if you are an individual doing business with the state and have no FEI Number.

**CONTINUE** **CANCEL**

Enter: **User Name.** This should be a name you will remember, not your email address

Click: **Registration Type:** This defaults to FEIN. You may choose to use SSN but it is not recommended

Enter: **Zip Code:** The zip code of the company

Enter: **FEIN # (or SSN if that button was selected):** Type in the number, no dashes

Click:

**CONTINUE**

Sample:

## Vendor Registration

FEIN: Federal Employer Identification Number (Numbers only, No dashes)  
SSN: Social Security Number (Numbers Only, No dashes)  
International Vendors - For International Companies with NO FEIN # or SSN

User Name:   
Registration Type: ☒ FEIN ☐ SSN ☐ International  
Zip Code:   
FEIN #:


Due to State and Federal reporting requirements, if your company operates under a Federal Employers Identification Number (FEIN), DOAS requires vendors to utilize their FEI Number in this system. Social Security Numbers should ONLY be used if you are an individual doing business with the state and have no FEI Number.

**CONTINUE** **CANCEL**

The following screen will appear:

**Vendor Registration**

**CONTINUE** **CANCEL**

Note: Items marked with \* are required.  
For items marked with  hold the CTRL Key and click to select multiple options.

FEI#: 486673045

\* Company Name:


\* Headquarters Address:

\* City:

County:

State:

\* ZIP:  -

\* Counties Served:   

Please Select All That Apply  
All counties in Georgia  
Appling  
Atkinson  
Bacon


\* Primary Contact Person: First Name  M.I.  Last Name

\* Primary Contact Phone:    Ext:

Primary Contact Fax:


\* Primary Contact Email:

\* Receive Bid Notices: ☒ Yes ☐ No

\* 1099 Vendor: ☐ Yes ☒ No 

1099 Classification

## Completing the on-line Vendor Registration form

Note: Items marked with \* are required.  
For items marked with  hold the CTRL Key and click to select multiple options.

FEI#: 486567304

\* Company Name:


\* Headquarters Address:

\* City:

County:

State:

\* ZIP:  -

\* Counties Served:   

Please Select All That Apply  
All counties in Georgia  
Appling  
Atkinson  
Bacon


\* Primary Contact Person: First Name  M.I.  Last Name

\* Primary Contact Phone:    Ext:

Primary Contact Fax:

\* Primary Contact Email:

\* Receive Bid Notices: ☒ Yes ☐ No

\* 1099 Vendor: ☐ Yes ☒ No 



### Part 1:

1. Company Name: Enter the name of the company as is officially registered
2. Headquarters: Enter the official headquarters of the company
3. Counties Served: Enter the counties your company serves
4. Primary Contract: Enter the name, phone, fax and email of the primary contact
5. Receive Bid Notices: Click No only if you do not want to receive email notices of bids.  
This is not recommended
6. 1099 Vendor: Click Yes if this applies.

#### **What is a "1099 vendor"?**

This means the State is required to file IRS Form 1099 MISC if services have been received from your company. It applies primarily to vendors who provide "services" and excludes corporations, unless the service provided is for medical or health care services or attorneys fees. Vendors who are service providers and are not incorporated should therefore indicate that they are 1099 vendors and provide the requested information.

If you are still uncertain whether or not your firm fits this classification, please contact your local IRS office.

### Part 2:

The screenshot shows a web-based form for 1099 Vendor registration. The form is titled "1099 Classification" and includes several dropdown menus and checkboxes. The "Code:" field is set to "None". The "Company Status:" dropdown is set to "Individually Owned business". The "Owners Ethnicity Status:" dropdown is set to "Non Minority". The "Business Classification:" dropdown is set to "Please Select All That Apply" and shows a list of options: "Small Business", "Authorized Distributor", "Factory Representative", and "Government Agency". The "NIGP Product Class Code:" dropdown is set to "Please Select All That Apply" and shows a list of options: "005 ABRASIVES", "010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES", "015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH", and "019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS". At the bottom of the form are "CONTINUE" and "CANCEL" buttons. A note at the bottom states: "Note: Please click on the 'Continue' button to choose the list of 5-digit NIGP codes for the product items supplied by your Company."

**1099 Classification**  
**Code:** None  
**Mandatory if 1099 Vendor.**  
**\* Company Status:** Individually Owned business  
**\* Owners Ethnicity Status:** Non Minority  
**\* Business Classification:** Please Select All That Apply  
Small Business  
Authorized Distributor  
Factory Representative  
Government Agency  
**\* NIGP Product Class Code:** Please Select All That Apply  
005 ABRASIVES  
010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES  
015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH  
019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS  
CONTINUE CANCEL  
Note: Please click on the "Continue" button to choose the list of 5-digit NIGP codes for the product items supplied by your Company.

7. Company Status: Select from the list provided
8. Owners Ethnicity Status: Select from the list provided

## Owners Ethnicity Status Definitions

A minority business (or minority business enterprise - MBE) is one that is owned or controlled by one or more minority persons. Owned and controlled means a business which is:

- A. a sole proprietorship legitimately owned by an individual who is a minority person;
- B. a partnership or joint venture controlled by minority persons and in which at least 51 percent or the beneficial ownership interests are legitimately held by minority persons;
- C. a corporation or other entity controlled by minority persons and in which at least 51 percent of the beneficial ownership interests are legitimately held by minority persons.

The State of Georgia recognizes five (5) minority groups; Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.

Woman-owned businesses are not considered minority businesses in the State of Georgia. Minority, in the State of Georgia, is based on ethnicity, not gender.

The State of Georgia recognizes five (5) minority groups; Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.


### What is the difference between registration & certification?

Registration simply means that:


- A. Your business will now be available to purchasing officers from state agencies, colleges and institutions as a source for solicitation of contracting opportunities; and
- B. You will receive electronic notification when a bid opportunity occurs in your specific business category, if you so choose.


Registration is open to any business wishing to enter into a business contract with the State of Georgia.

Certification (as used in this registry) is a process open only to minority business enterprises. Certified vendors have met a specific set of criteria which validates their minority status and makes them eligible for a wider range of state and federally funded contracts. (Please contact the Governor's Small Business Center for more information.)

- 9. NIGP Product Class Code: Select the 3 Digit Code that describes what goods or services your company provides. You may select several if that is appropriate. Hold down the CTRL key on your keyboard to do so.
- 10. Click: 

**Vendor Registration**

Note: For items marked with  hold the CTRL Key and click to select multiple options.  
If no Product Item Codes are selected for a particular Product Class it is assumed that all Product Item Codes apply.



**5 Digit NIGP Product Item Codes:** 

Please Select All That Apply

- 00505 Abrasive Equipment and tools.
- 00514 Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
- 00521 Abrasives, Sandblasting, Metal
- 00528 Abrasives, Sandblasting (Other than Metal)
- 00542 Abrasives, Solid: Wheels, Stones, etc.
- 00556 Abrasives, Tumbling (Wheel)
- 00563 Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Val
- 00570 Pumice Stone
- 00575 Recycled Abrasives Products and Supplies

Note: You have now completed the mandatory portion of the registration process. Click Finish to submit your registration. If you would like to enter additional contact information, click "Continue", or feel free to add it to your profile at a later time.

### Part 3: (page 2)

11. Select the 5 digit NIGP Code that best further describes the goods or services your company provides. You may select several using the same method describes in Step 9.
12. Click:  to add additional contact information ( if applicable)or Click:  to complete the process
13. The following will appear.

**Vendor Registration**

**Thank You for Registering.**  
**Your User Name and Password will be e-mailed to you.**

[Home](#)

### After you are registered

You will receive your user name and password. You will then be able to log into the system to add or amend the information you provided. Please note that you should do so whenever the following occurs:

- A change in your company name, address, phone, etc.
- A change in the email address
- A change of personnel listed as primary or secondary, etc. contact
- A change in the products or services your company provides
- You want to change your password

- You want to unenroll in the Vendor Registration System

You should periodically log back into the system to make sure your information is correct and up-to-date. If you log in and see the following, you will need to contact our office at 404-657-6000 to get assistance.

Errors Found in the Form	
Error Code	Error Description
UI009	Your firm remains in the DOAS registration system, but has been deactivated from business opportunities due to inactivity. Please contact the System Administrator at 404-656-5720 and request reactivation of your registration account. After contacting the System Administrator and receiving further instructions, please sign into the system and verify your firm's registration account has been activated.

## Chapter 2: Responding to an eQuote Opportunity

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### Getting Notice of the eQuote Bid Opportunity

As a vendor registered with the Vendor Registration System, you may receive an email offering you the opportunity to respond to an eQuote solicitation.

If your email address on the Vendor Registration System is inaccurate or inactive or if you have a firewall program that blocks the email, that notice will not be received. Also, if you did not register for any of the NIGP Codes selected for that particular eQuote, you will not receive an email notice.

Here is an example of an eQuote email invitation:

#### eQuote Announcement to Vendors

LISA GILBERT ❶

sales@daharchem.com

DAHAR CHEMICAL CO., INC ❷

ADMINISTRATIVE,SERVICES AGENCY❸, a Georgia government entity, has posted an eQuote opportunity which is available for your company's response. Your firm was selected based on NIGP code(s) listed in your Vendor Registration System (VRS) profile.

❹ This eQuote titled, Janitorial and Carpet Cleaning, is accessible for on-line viewing and reply only. It will close on (07/31/2008) @ (2.00 PM).

To access this eQuote and submittal form, the following system USER-ID and PASSWORD are required.

NOTE: The USER-ID and PASSWORD are provided for this bid only. They are not related to your user name and password in the Vendor Registration System. Your USER-ID and PASSWORD will remain valid until eQuote closes. ❺

USER-ID: [sales@daharchem.com](mailto:sales@daharchem.com) ❻

PASSWORD: quote9441

Click on the link below to access the eQuote system:

[http://ssl.doas.state.ga.us/PRSappttrain2/EQ\\_vendor\\_login.jsp?N=39764](http://ssl.doas.state.ga.us/PRSappttrain2/EQ_vendor_login.jsp?N=39764) ❼

If you have any questions regarding this eQuote, you may email (student11, student11) at ([student11@doas.ga.gov](mailto:student11@doas.ga.gov)). ❽

Thank you for your interest in opportunities with Georgia Government.

[Vendor's Guide to eQuote](#) ❾

Bid Responses to this eQuote will not be considered if submitted by Fax, Email, Post or Hand delivery. Only responses submitted via the electronic link provided in this email will be considered. ❿

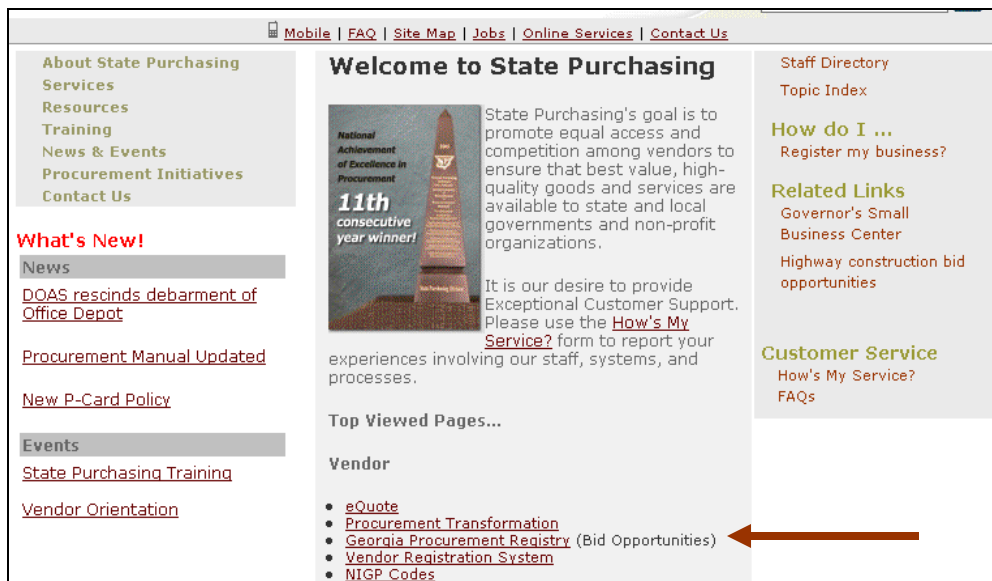
### **Explanation of numbered items in email invitation:**

- ❶ The name of the company's contact person and email address to whom the invitation is being sent
- ❷ The name of the company
- ❸ The State agency or governmental entity sending the eQuote invitation
- ❹ The title of the eQuote plus the date and time the eQuote closes (when no other bid responses or edits to bid responses can be made)
- ❺ An explanation of how the one-time userid and password are used and that the eQuote remains open and available until the date and time of closing
- ❻ The one-time userid and password associated with this particular eQuote
- ❼ The url link that gives access to the eQuote and the eQuote bid sheet
- ❽ The name and email address of the purchasing agent who posted the eQuote. All communications regarding the eQuote must go to and through this person (with the exception of customer service problems using 404-657-6000)
- ❾ The link to the Vendor's eQuote Guide. This link appears throughout the eQuote process
- ❿ Statement explaining that all bid responses **MUST** be made using the electronic eQuote system. No bids received by email, fax, hand-delivered, by Fed Ex or UPS or postal service will be accepted

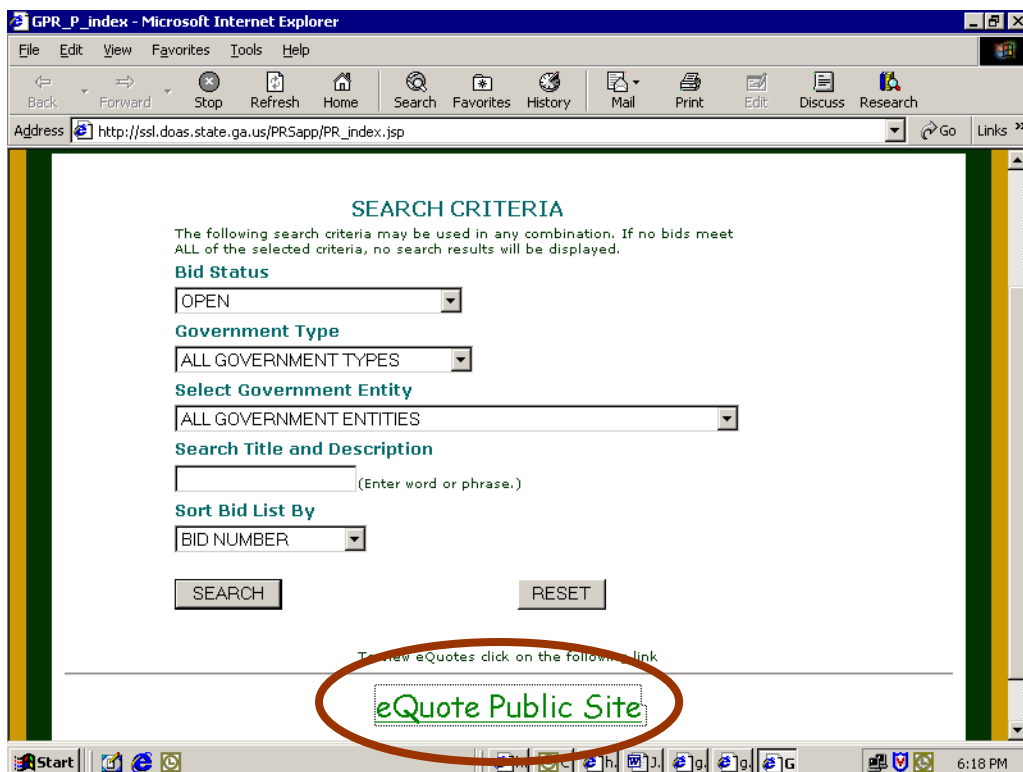
Note that if you delete this email and decide you wish to bid on the eQuote you will have to contact the purchasing agent and ask to have the email resent to you.

### **Finding an eQuote opportunity posted on the Georgia Procurement Registry eQuote Public Site**

eQuote opportunities are also posted to the GPR. To see a listing of posted eQuotes, go to the State Purchasing webpage and click on Georgia Procurement Registry (Bid Opportunities):



Find section entitled [eQuote Public Site](#) and click to open:



The following appears:

[HOME](#)   [CONTACT US](#)

### Search Criteria For eQuote System

The following search criteria may be used in any combination. If no eQuotes meet ALL of the selected criteria, no search results will be displayed.

**Bid Status**

**Select Government Entity**

**eQuote Search Title**  
 (Enter word or phrase.)

**Sort Bid List By**

Vendor's Guide to eQuote

Click the  button and the following (sample) will appear showing you a listing of all open eQuotes:

**eQuotes list - Microsoft Internet Explorer**

Address: [http://ssl.doas.state.ga.us/PR5app/EQ\\_publicView\\_list.jsp](http://ssl.doas.state.ga.us/PR5app/EQ_publicView_list.jsp)

### List of Open eQuotes

Click on eQuote Number to Access details and contact information

Vendors, who have not already received an invitation to bid for a specific open eQuote opportunity and wish to participate, must contact the purchasing agent for more information listed and request an invitation to participate in the specific eQuote referencing the eQuote Number.

eQuote Number	eQuote Title	Agency	Quote Status
<a href="#">EQ-40199-160</a>	Shuttle Buses	ADMINISTRATIVE,SERVICES SWC	open
<a href="#">EQ-52400-44</a>	Inkwell Student Newspaper	ARMSTRONG ATLANTIC STATE UNIVERSITY	open
<a href="#">EQ-56100-18</a>	Rubber Flooring	ATLANTA METROPOLITAN COLLEGE	open
<a href="#">EQ-42703-65</a>	Briefs	CENTRAL STATE HOSPITAL	open
<a href="#">EQ-42703-66</a>	Agile Processor and Modulator	CENTRAL STATE HOSPITAL	open

As the instructions on the top of the page indicate, if there is an eQuote in which you are interested, contact the purchasing agent and ask to be added as a vendor. The purchasing agent will be able to add you and you will receive an email invitation to participate in the eQuote. However, if you have been registered on the Vendor Registration System in the past and have been deactivated from that system you cannot be added until your are reactivated. You will have to contact the State Purchasing Customer Service office at 404-657-6000 and ask to be re-activated.



You can search for Open eQuotes in several different ways:

- ◆ By specific Government Agency:

HOME CONTACT US

### Search Criteria For eQuote System

The following search criteria may be used in any combination. If no eQuotes meet ALL of the selected criteria, no search results will be displayed.

**Bid Status**  
Open

**Select Government Entity**  
82000-ALBANY TECHNICAL COLLEGE

**eQuote Search Title**  
(Enter word or phrase.)

**Sort Bid List By**  
AgencyName

SEARCH RESET

Vendor's Guide to eQuote

The following is an example of that type of search:

### List of Open eQuotes

Click on eQuote Number to Access details and contact information

**Not already received an invitation to bid for a specific open eQuote opportunity and wish to participate, must contact the Agency information listed and request an invitation to participate in the specific eQuote referencing the eQuote Number.**

eQuote Number	eQuote Title	Agency	eQuote Status	CloseDate
<a href="#">EQ-82000-39</a>	PRIVACY FENCE - FACILITIES	ALBANY TECHNICAL COLLEGE	open	07/23/2008 09:00 AM

The information provided includes the eQuote number, eQuote title, Agency, eQuote status, and eQuote closing date and time.

When the eQuote number is clicked open, the eQuote in summary appears:

### eQuote Summary Information

[Back](#)

<b>eQuote Number</b>	EQ-82000-39
<b>Agency Name</b>	82000 ALBANY TECHNICAL COLLEGE
<b>Contact Name</b>	KENNEDY, JEANNINE
<b>Contact Phone</b>	229.420.1226
<b>Contact Email</b>	jkennedy@albanytech.edu
<b>Fiscal Year</b>	2009
<b>eQuote Title</b>	PRIVACY FENCE - FACILITIES
<b>eQuote Description</b>	Purchase and installation of privacy Cedar Fence. MANDATORY PRE-BID MEETING SCHEDULED for Friday, July 18, 2008 - 10:00 AM - Bldg. I (PLANT OPERATIONS).
<b>eQuote Released Date</b>	07/15/2008 01:04 PM
<b>Closing Date</b>	07/23/2008
<b>Closing Time</b>	9:00 AM
<b>NIGP Code Selection:</b>	98815 --- Fence Installation and Repair.
<b>Documents</b>	

EQ\_publicView

Agency  
contact  
information

- ◆ You can search Open eQuotes using a keyword:

This is an example of that type of search:

### Search Criteria For eQuote System

The following search criteria may be used in any combination. If no eQuotes meet ALL of the selected criteria, no search results will be displayed.

**Bid Status**

**Select Government Entity**

**eQuote Search Title**  
 (Enter word or phrase.)

**Sort Bid List By**

[Vendor's Guide to eQuote](#)

EQ\_i

### List of Open eQuotes

Click on eQuote Number to Access details and contact information

Have not already received an invitation to bid for a specific open eQuote opportunity and wish to participate, must contact the Agency information listed and request an invitation to participate in the specific eQuote referencing the eQuote Number.

eQuote Number	eQuote Title	Agency	Quote Status	Close Date
<a href="#">EQ-47100-26</a>	Transcription Services	GEORGIA BUREAU OF INVESTIGATION	open	07/21/2008 04:00

- ◆ And you can search by the actual eQuote number or posting date or closing date

Here is an example searching by eQuote closing date:

**Search Criteria For eQuote System**

The following search criteria may be used in any combination. If no eQuotes meet ALL of the selected criteria, no search results will be displayed.

**Bid Status**

**Select Government Entity**

**eQuote Search Title**  
 (Enter word or phrase.)

**Sort Bid List By**

[Vendor's Guide to eQuote](#)

CLICK ON eQUOTE NUMBER TO ACCESS DETAILS AND CONTACT INFORMATION

already received an invitation to bid for a specific open eQuote opportunity and wish to participate, must contact the agency visit information listed and request an invitation to participate in the specific eQuote referencing the eQuote Number.

Quote Title	Agency	Quote Status	CloseDate
iration Personal Edition	VALDOSTA STATE UNIVERSITY	open	07/21/2008
orcycles	ADMINISTRATIVE,SERVICES SWC	open	07/21/2008
scription Services	GEORGIA BUREAU OF INVESTIGATION	open	07/21/2008
k-In Freezer	VALDOSTA STATE UNIVERSITY	open	07/21/2008
d Service Equip.	MIDDLE GEORGIA COLLEGE	open	07/22/2008
Life Safety Service & Maintenance	TECHNICAL COLLEGE SYSTEM OF GEORGIA	open	07/22/2008
nen Equipment	GEORGIA COLLEGE AND STATE UNIVERSITY	open	07/22/2008
k-in Cooler	GEORGIA COLLEGE AND STATE UNIVERSITY	open	07/22/2008
th & Physical Education Supplies	NORTH GEORGIA COLLEGE AND STATE UNIVERSITY	open	07/22/2008
Coat & Restripe Roads/Parking Lots	NORTH GEORGIA COLLEGE AND STATE UNIVERSITY	open	07/22/2008
door Billboard Advertising	GAINESVILLE COLLEGE	open	07/22/2008
tle Buses	ADMINISTRATIVE,SERVICES SWC	open	07/22/2008

## Steps the Vendor Takes to Respond to the eQuote invitation

The eQuote system email includes the link the vendor uses to access eQuote. This email contains all the necessary information required for the vendor's participation in the eQuote invitation, such as:

- Userid and password
- url link to eQuote
- Link to Vendor's Guide
- Title of the eQuote
- eQuote date close information

- Name/email of purchasing agent
- Governmental entity

Clicking on the url link opens the following screen (sample):

State of Georgia eQuote System	
Vendor Bidding Process	
eQuote Number:	EQ-40300-466
eQuote Title:	Janitorial and Carpet Cleaning
eQuote Close Date/Time:	07/31/2008 09:02 AM
Vendor Company Name:	ACS CO &CONSULTANT DIV
Vendor Contact:	SHANNOR TROTTY

Please enter the User ID and password supplied to you in an email message by The State Purchasing Division for this eQuote.

User ID:

Password:

Click:

The vendor can only use the one-time User ID and Password to get access to the eQuote. This one-time User ID and Password is available to be used until the eQuote closes. If the email is lost or deleted, the purchasing agent will have to be contacted and asked to resend it.

**Note:** This is NOT the same as your Vendor Registration System User ID or Password.

In our example, the vendor is being given an opportunity to respond to the eQuote for Janitorial Services.

(Top part)

eQuote Summary Information	
<b>eQuote Number</b>	EQ-40300-466
<b>Agency Name</b>	40300 ADMINISTRATIVE,SERVICES AGENCY
<b>Contact Name</b>	student11, student11
<b>Contact Phone</b>	404-656-6131
<b>Contact Email</b>	student11@doas.ga.gov
<b>Fiscal Year</b>	2008
<b>eQuote Title</b>	Janitorial and Carpet Cleaning
<b>eQuote Description</b>	Annual contract to clean offices, bathrooms, halls and also to clean carpets
<b>eQuote Released Date</b>	07/19/2008 01:05 PM
<b>Closing Date/time</b>	07/31/2008 @ 9:02 AM
<b>NIGP Code Selection:</b>	91009 --- Carpet Cleaning, Dyeing, Installation and Repair. 91039 --- Janitorial/Custodial Services.
<b>Documents</b>	<a href="#">Map to building</a>

[Vendor's Guide to eQuote](#)

Line Number	Line Title	Description	Line Nigp	No of Units, Unit of Measure	eQuote Line Documents
1	Janitorial Services	Clean tower	91039-Janitorial/Custodial Services	12 MON	<a href="#">Cleaning requirements</a>
2	Carpet cleaning	Carpet clean	91009-Carpet Cleaning, Dyeing, Installation and Repair	12 MON	<a href="#">Carpet cleaning requirements</a>

The top part of the eQuote includes:

- The unique eQuote number
- The contact information for the agency purchasing agent
- The title of the eQuote
- A description area which may also include other instructions
- The date the eQuote was released
- The date and time the eQuote closes
- The NIGP Code(s) associated with the eQuote
- Any documents that are attached at this section
- A link to the Vendor's Guide

(Bottom part)

**Documents**
[Map to building](#)

[Vendor's Guide to eQuote](#)

Line Number	Line Title	Description	Line Nigp	No of Units, Unit of Measure	eQuote Line Documents
1	Janitorial Services	Clean tower	91039-Janitorial/Custodial Services	12 MON	<a href="#">Cleaning requirements</a>
2	Carpet cleaning	Carpet clean	91009-Carpet Cleaning, Dyeing, Installation and Repair	12 MON	<a href="#">Carpet cleaning requirements</a>

[Bid Now](#)
[Bid at a later time](#)

EQ\_vendor\_view\_c

The bottom part includes the following:

- The eQuote line items

- Any documents attached at the line item level (usually specifications)
- The buttons used to decide if the vendor wants to bid on the eQuote

## Choices regarding responding to the eQuote invitation

The vendor is given two choices regarding the eQuote:

- To bid now
- To bid later

At the bottom of the screen there are two (2) buttons which will give you the means to “Bid Now”, “Bid at a later time. .

If you decide to “bid later” you can return to the eQuote using the same userid, password and url link at any time up to the time and date the eQuote closes.

A registered vendor who decides to “bid now” is taken into the eQuote Vendor Bid Form. This form is divided into three sections. (A non-registered vendor will first be taken to the Vendor Registration System to register and then will be taken into the eQuote. This situation will be covered later in this manual.)

Here is a sample of an eQuote bid form—broken into three sections to help with understanding:

(First section, top)

eQuote Vendor Bid Form	
New Bid	
eQuote Number:	EQ-40300-466
eQuote Title:	Janitorial and Carpet Cleaning
Agency Name:	40300
Buyer Name:	student11, student11
Buyer Phone:	404-656-6131
Buyer Email:	student11@doas.ga.gov
Fiscal Year:	2008
eQuote Released Date/Time:	07/19/2008 01:05 PM
Closing Date/Time:	07/31/2008 @ 09:02 AM
NIGP Code Selection:	91009--Carpet Cleaning, Dyeing, Installation and Repair 91039--Janitorial/Custodial Services
eQuote General Documents:	<a href="#">Map to building</a>

The first section provides the information about the eQuote:

- The eQuote number and title
- The agency
- The purchasing agent and email address and phone number
- The eQuote release date and time
- The closing date and time
- The NIGP Codes associated with the eQuote

- General documents or instructions on the Header section

(Second, middle section)

**eQuote General Documents:** [Click on Bid Line](#)

**General Vendor Documents:** [Attach/View Vendor entered bid documents](#)

**Name of Person submitting bid:**

**Bidder's Email Address:**

**Vendor Phone Number:**

**Vendor Comments:**

[Solicitation Instructions](#) [Terms and Conditions](#)

☐ I have read and agreed to Terms and Conditions.

Click on Line Title for more detailed description --- Click on Line Documents for more documentation

**Callouts:**

- Vendor can attach documents by uploading from computer
- Vendor can add comments here
- Must check here and agree to Terms and Conditions

The second section includes the following:

- Area for the vendor to add documents to the Header
- Vendor's name, phone number and email address
- Box for the vendor to add comments or respond to questions asked by the purchasing agent
- Solicitation Instructions that can be opened and read and also printed
- Terms and Conditions to be read and that also can be printed
- An "I Agree" check box for the vendor to agree to the Terms and Conditions. If this is not checked the vendor will receive an error message and will not be able to post a bid response

(Bottom, third section)

Line	Title	Unit Measure	Units	Vendor Bid per Unit	No Bid	Vendor Comments	Quote line Documents	Load/View Vendor Documents
1.	<a href="#">Janitorial Services</a>	MON 12		6000			<a href="#">Cleaning requirements</a>	<a href="#">Click</a>
		MON 12		1000	<input type="checkbox"/>	One supervisor available per shift	<a href="#">Carpet cleaning requirements</a>	
				84000.000				
				<b>Total Amount submitted bid</b>				

Bids may be awarded at the line level, therefore each line quote must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after bid closing.

**Callouts:**

- Vendor enters price per line or can check "No Bid"
- Vendor can also upload documents at each line
- Vendor can write in comments at each line
- Tabulates bid responses for vendor

The third section includes the following:

- A link to the Vendor's Guide

- Each line item with an area for the vendor to make comments and also the ability to add documents as well as the area to either place the price or to check “No bid” and the documents attached by the purchasing agent for that line
- Any deleted lines
- The total amount tabulation for all lines for which the vendor provides a price
- A reminder that each line pricing is to include the shipping cost
- A statement that the purchasing agent cannot view any comments or questions until after the bid closing
- The final submit button

As you can see, the following statement that appears on the page. The vendor must agree to the terms and conditions of the solicitation in order to proceed with the bidding process.



By responding to this eQuote solicitation and submitting a bid, Contractor hereby agrees that the eQuote Standard Terms and Conditions, which are linked to this solicitation, shall govern any resulting contract award. Please print a copy for your records.

At times, the eQuote might have an additional attachment that is specific to that eQuote. It is important that the vendor click open and read the information on the attachment. Non-state agencies will not have these included but will add their own Terms and Conditions. Additional terms and conditions or contracts may be included in the eQuote solicitation.

#### Steps for completing the eQuote bid process:

1. Bidder Name: The vendor must enter the name of the person entering the bid.  
On some occasions, more than one invitation to bid on the eQuote might be sent to different individuals working for the same company. Should that situation occur, it is important to have the name of the person submitting each bid and not the name of the company.
2. Bidders Phone #: A phone number is needed should the situation arise whereby the bidder needs to be contacted.
3. Bidder Comment: This open text box is provided to enable the bidder to provide additional information or comments relevant to the bid. This might include an answer to a question asked by the purchasing agent—such as if the vendor accepts the Visa Purchasing Card (P-card)
4. Bid amount per unit: The vendor enters the bid amount per unit for each line. The eQuote system automatically calculates the total per line. If the item or service is not provided by your company, indicate so by checking the “No Bid “ box
5. 30 Day Pay Discount: The vendor may offer a percentage discount, if applicable. However, this must be indicated in the vendor comments section, either at the header panel or at each line item.
6. Should it be necessary to add documents to clarify or ensure that the commodity or service offered by the vendor is met, after clicking on add document the following screen appears.

#### To add documents:

You can add documents by clicking the  button at the header or the  button at the line level.



The following screen will appear:

Vendor Entered General Bid Documents

eQuote Number: EQ-40300-78  
eQuote Title: Janitorial Services

Click on document title to view the document.

Vender Bid Document Title	Select Document for Deletion
---------------------------	------------------------------

Delete selected Documents

-----Add Documents-----

Select bid document to be posted from your computer.  Browse...

Enter the title you want related with this document.

Upload the Document

When you click  the system will open up to your computer. Attach the appropriate document by selecting the document and then clicking . This uploads your document into the eQuote system.

Make sure you give your document a title so it is easily identified. This name cannot include any special characters—such as ! or \* or #)

Click on document title to view the document.

Vender Bid Document Title	Select Document for Deletion
---------------------------	------------------------------

Delete selected Documents

-----Add Documents-----

Select bid document to be posted from your computer. P:\April eQuote Manual Browse...

Enter the title you want related with this document. Information requested

Upload the Document

Return

EQ\_vendor\_bid\_documents

Click

The following screen appears showing the document has been uploaded:

Click on document title to view the document.

Vendor Bid Document Title	Select Document for Deletion
<a href="#">Information requested</a>	<input type="checkbox"/>

Delete selected Documents

-----Add Documents-----

Select bid document to be posted from your  Browse...

Enter the title you want related with this document.

Upload the Document

Return

At this point you can delete the document, upload more documents, or return to the eQuote bid sheet. When you are ready to return to the bid sheet, click **Return**. The system takes you back to the bid sheet and you can enter your unit pricing.

7. The screen appears enabling you to add your pricing:

Line	Title	Unit Measure	Vendor Bid per Unit	No Bid	Vendor Comments	Quote time Documents	Load/view Vendor Documents
1.	<a href="#">Office Cleaning</a>	EA 12	4000	<input type="checkbox"/>	N/A		Click
2.	<a href="#">Carpet Cleaning</a>	JOB 12	2000	<input type="checkbox"/>	N/A		
			72000.000				
			<b>Total Amount submitted bid</b>				

Bids may be awarded at the line level, therefore each line quote must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after bid closing.

Submit Your Bid

eQuote calculates your bid for you

Remember that each line is to include the cost of shipping and handling since the purchasing agent has the option to split the bid award. Also remember you cannot include any comments or documents for which responses are needed BEFORE the eQuote closes (such as questions regarding specifications). You need to contact the purchasing agent directly about these issues.

Notice that the system automatically calculates your bid total!

8. Click **Submit Your Bid**

A dialogue box will appear providing the total bid amount and asking that you are sure you wish to submit the bid.

The screenshot shows a bid submission form with two items:

		Bid	Unit		
1.	<a href="#">Office Cleaning</a>	EA 12	4000	<input type="checkbox"/>	N/A
2.	<a href="#">Carpet Cleaning</a>	JOB 12			

A Microsoft Internet Explorer dialog box is overlaid on the form. The dialog box contains the text: "Your total bid amount is \$72000.000 Are you sure you wish to submit this bid?". Below the text are two buttons: "OK" and "Cancel". A red rectangle highlights the "OK" button. A yellow callout bubble points to the "OK" button with the text: "IF you agree, click the OK button".

Below the dialog box, the text "Total Amount submitted bid" is visible. At the bottom of the form, a red note reads: "Bids may be awarded at the line level, therefore each line quote must include any handling and shipping for that line."

9. Once you have indicated OK by clicking on the button, the following message will appear:

The screenshot shows a confirmation message from the eQuote system. The message includes the following information:

**eQuote Number:** EQ-40300-78  
**eQuote Title:** Janitorial Services  
**eQuote Close Date/Time:** 07/31/2008 @ 01:00 PM  
**Your Total Bid Amount:** \$72000.000

**Reminder of when eQuote closes**

Your bid response has been recorded by the eQuote system. Buyers will not be able to view any bid responses until after the closing date and time. You will receive an email confirming the submission of your bid. If you do not receive this email within 2 Hours please contact:

**AGENCY:** ADMINISTRATIVE,SERVICES AGENCY  
**CONTACT PERSON:** student02, student02  
**CONTACT PHONE:** 123-456-7890  
**CONTACT EMAIL:** student02@doas.ga.gov

Thank you for doing business with the State of Georgia.

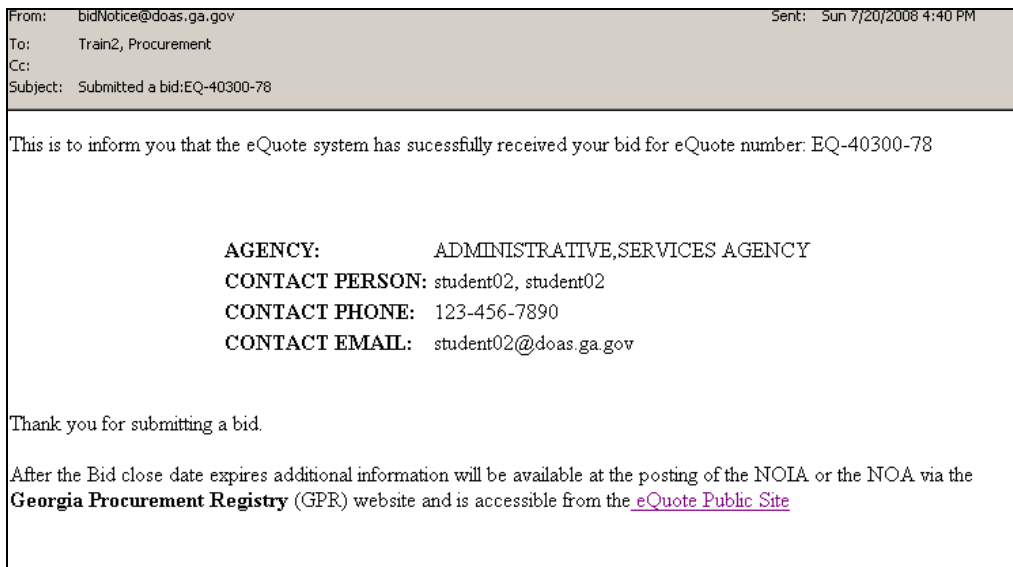
**Click here to exit system**

State of Georgia Procurement Register

**Information about and link to eQuote Public Site**

After the Bid close date expires additional information will be available of the NOIA or the NOA via the Georgia Procurement Registry (GPR) website accessible from the [eQuote Public Site](#)

10. The vendor receives an email to confirm the bid response. If the email is NOT RECEIVED, this means the bid response did not take. Should this happen, the Customer Service Help Desk will need to be contacted. Here is a sample of this confirmation email:



By clicking on the State of Georgia Procurement Register, the eQuote system will take you back to the main screen of the Georgia Procurement Register inviting you to view other bid opportunities.

## Being Added as a Vendor by the Purchasing Agent

If you do not receive an email invitation to participate in the eQuote you can be added by the purchasing agent.

### Being added when you are actively registered on the Vendor Registration System

You might need to be added if you are actively registered but under a different NIGP Code than was used for the eQuote in which you are interested or if you registered after the eQuote was posted. In this situation the purchasing agent can go to the Vendor Registration System to check to make sure you are registered.

If your contact information has changes, especially your email address, you will need to return to the Vendor Registration System by logging back in and changing the email address. You can also return to the Vendor Registration System to amend or add another contact person for your company. Once these changes are made, the purchasing agent can add you to the eQuote and the system will send you an email invitation to participate in the eQuote opportunity. .

If you are not sure what information is on the Vendor Registration System simply log back in to make sure it is correct.

### Being added when you are NOT actively registered on the Vendor Registration System

You can also be added to the eQuote as a non-registered vendor. This is called adding a “vendor on the fly”. When a purchasing agent adds you as a vendor on the fly you will receive an email invitation to participate in the eQuote opportunity. The email invitation is identical to that sent to a registered vendor. The userid and password are used with the url link in the same way:

When you click . **Bid Now** , the following screen appears:

**Vendor Registration**

You have been added by the buyer as a non-registered vendor for the State of Georgia. All the non-registered vendors who wish to participate in the bidding process are required to register before submitting a bid for an eQuote.

**If you think you are a registered vendor to State of Georgia, then please enter your FEIN**  
FEIN: Federal Employer Identification Number (Numbers only, No dashes)

**If you think you have not registered in the Vendor Registration System (VRS) and register**

EQ\_vendor\_registration\_cher

This asks you to think about whether there is *any possibility* you might be a registered vendor. If you have been deactivated, your company information will not show in the Vendor Registration System. You will have to be re-activated to participate in the eQuote.

If you are not sure, it is best to enter your FEIN and submit. The system will let you know if you are actually in a deactivated status with the following screen information.

**Vendor Registration**

You have been added by the buyer as a non-registered vendor for the State of Georgia. All the non-registered vendors who wish to participate in the bidding process are required to register before submitting a bid for an eQuote.

**If you think you are a registered vendor to State of Georgia, then please enter your FEIN**  
FEIN: Federal Employer Identification Number (Numbers only, No dashes)

**It looks like you are in the VRS system, but have been deactivated. Please contact State Purchasing if you want to be reactivated.**

**If you think you have not registered in the Vendor Registration System (VRS) and register**

EQ\_vendor\_registration\_cher

If your company is actually active in the Vendor Registration System but your name or email address is different from that in the Vendor Registration System, the screen will show the following information:

**Vendor Registration**

You have been added by the buyer as a non-registered vendor for the State of Georgia. All the non-registered vendors who wish to participate in the bidding process are required to register before submitting a bid for an eQuote.

**If you think you are a registered vendor to State of Georgia, then please enter your FEIN**  
FEIN: Federal Employer Identification Number (Numbers only, No dashes)

**There is 1 contact for this FEIN: 325465445. But that contact's email doesn't match with your email. If you think you should participate in this bid then please update the profile in Vendor Registration System.**

**If you think you have not registered in the Vendor Registration System (VRS)**  
 **and register**

EQ vendor registration - dead

You will need to go back to the Vendor Registration System and update the contact information.

If the FEIN you enter *is* in the system, **DO NOT CLICK TO REGISTER**. Instead contact the purchasing agent and ask to simply be added as a **REGISTERED** vendor.

If the FEIN you enter is **NOT** in the system, you will see the following screen:

**Vendor Registration**

You have been added by the buyer as a non-registered vendor for the State of Georgia. All the non-registered vendors who wish to participate in the bidding process are required to register before submitting a bid for an eQuote.

**If you think you are a registered vendor to State of Georgia, then please enter your FEIN**  
FEIN: Federal Employer Identification Number (Numbers only, No dashes)

**The Fein you have entered is not in our system.**

**If you think you have not registered in the Vendor Registration System (VRS)**  
 **and register**

EQ vendor registration - dead

Then you can go ahead and click

The system will then take you into the Vendor Registration System for you to register:

## Vendor Registration

You are currently not a registered vendor with the State of Georgia. You are required to register before submitting a bid for an eQuote. Please complete the following information. When you have completed the registration process the system will transfer you to the bidding process for this eQuote.

FEIN: Federal Employer Identification Number (Numbers only, No dashes)  
 SSN: Social Security Number (Numbers Only, No dashes)  
 International Vendors - For International Companies with NO FEIN # or SSN

**Registration Type:**      ☒ FEIN   ☐ SSN   ☐ International

\* **FEIN #:**     

\* **UserName:**     

\* **Company Name:**     

\* **Company Status:**     

\* **Owners Ethnicity Status:**     

\* **Business Classification:**

Please Select All That Apply ▲  
 Small Business  
 Authorized Distributor  
 Factory Representative  
 Government Agency ▼

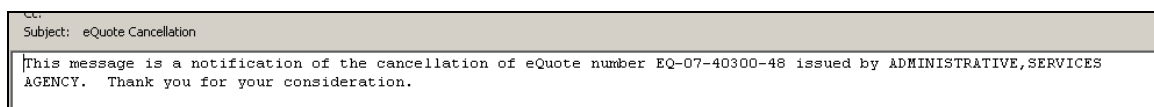
\* **Headquarters Address:**     

Once you have completed this registration, the eQuote system will automatically take you into the eQuote bid form.

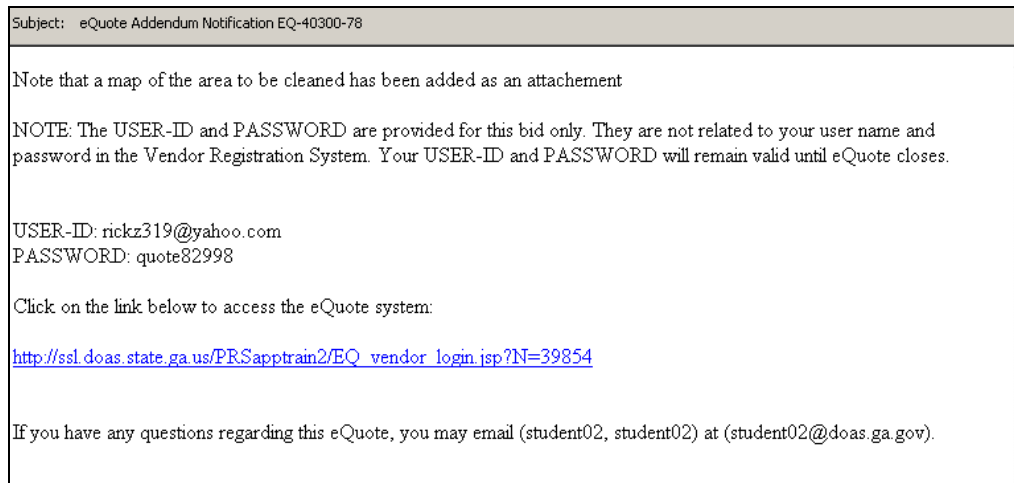
## While the Bid is Still Open

Certain situations may occur that cause the vendor to receive an email notification regarding the eQuote between the posting of the eQuote and the closing of the eQuote.

- The eQuote may be cancelled. If this happens, the vendor will receive an email stating the eQuote has been cancelled.



- There has been some information regarding the eQuote that the purchasing agent has sent out to all the vendors:



## Re-sent eQuote email invitations

There are several reasons the purchasing agent might need to re-send the eQuote email invitation.

- You contact the purchasing agent and state the email invitation was not received by you. This may be due to a firewall problem, due to a change in your email address that has now been corrected, your having to re-activate your registration, or perhaps you are a new contact person within the company.

A re-sent email notice looks identical to the original email

## When a Vendor Needs to Edit an eQuote or Withdraw a Bid Response

There might be a situation when the vendor decides he/she needs to edit an eQuote bid response or make a change in the eQuote response, such as adding or amending an attached document, or even withdrawing the bid. In this situation, it is up to the vendor to return to the eQuote using the userid, password and eQuote to re-gain access. If the vendor has deleted the email invitation with this information, the purchasing agent will need to be contacted and asked to re-send the invitation.

### **Vendor eQuote Bid Response Edits**

If the vendor wants to make changes to the eQuote response, the vendor re-enters the eQuote bid sheet, makes the changes, and then clicks 

The vendor in the previous example decides to edit her eQuote response by changing the pricing of Line 2 and adding another document:



		Bid	Unit			
1.	<a href="#">Janitorial Services</a>	MON 12	6000	<input type="checkbox"/>	Two supervisors available per shift	<a href="#">Cleaning requirements</a> Click
2.	<a href="#">Carpet cleaning</a>	MON 12	1200	<input type="checkbox"/>	One supervisor available per shift	<a href="#">Carpet cleaning requirements</a> Click
			84000			
			Total Amount submitted bid			

Bids may be awarded at the line level, therefore each line quote must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after bid closing.

Update Your Bid Complete Delete of Your Bid

After clicking **Update Your Bid** the following appears:

2.	<a href="#">Carpet cleaning</a>	MON 12	1200	<input type="checkbox"/>	One supervisor available per shift	<a href="#">Carpet cleaning requirements</a> Click
			submitted bid			

Microsoft Internet Explorer

?

Your total bid amount is \$86400.000 Are you sure you wish to submit this bid?

OK Cancel

After the vendor clicks OK, the confirmation screen appears and an email confirmation is sent as before.

### Vendor eQuote Bid Response Withdrawal

If the vendor decides to withdraw his or her eQuote bid response totally, the same method is used as is used to edit. Instead of making any changes to pricing, etc. the vendor simply clicks

Complete Delete of Your Bid

The following screen appears:

2.	<a href="#">Carpet cleaning</a>	MON 12	1200	<input type="checkbox"/>	One supervisor available per shift	<a href="#">Carpet cleaning requirements</a> Click
			Total submitted bid			

Microsoft Internet Explorer

?

You are about to cancel your eQuote bid. Is this what you want to do?

OK Cancel

Bids may be awarded at the line level, therefore each line quote must include any handling and shipping for that line.

Please note: Buyers cannot view these comments until after bid closing

When the vendor clicks OK, the following screen appears confirming the request:

<b>eQuote Number:</b>	EQ-40300-466
<b>eQuote Title:</b>	Janitorial and Carpet Cleaning
<b>eQuote Close Date/Time:</b>	07/31/2008 @ 09:02 AM
<b>Your Total Bid Amount:</b>	\$86400

Your bid cancellation has been recorded by the eQuote system. You will receive an email confirming the cancellation of your bid. If you do not receive this email within 2 Hours please contact:

**AGENCY:** ADMINISTRATIVE,SERVICES AGENCY  
**CONTACT PERSON:** student11, student11  
**CONTACT PHONE:** 404-656-6131  
**CONTACT EMAIL:** student11@doas.ga.gov

State of Georgia Procurement Register

After the Bid close date expires additional information will be available at the posting of the NOIA or the NOA via the Georgia Procurement Registry (GPR) website and is accessible from the [eQuote Public Site](#)

In addition, the vendor receives an email confirmation of the eQuote bid withdrawal.

<b>From:</b> bidNotice@doas.ga.gov	<b>Sent:</b> Sat 7/19/2008 3:18 PM
<b>To:</b> Train2, Procurement	
<b>Cc:</b>	
<b>Subject:</b> eQuote Number: EQ-40300-466	

This is to notify you that your bid for eQuote number EQ-40300-466 has been deleted at you request.

**AGENCY:** ADMINISTRATIVE,SERVICES AGENCY  
**CONTACT PERSON:** student11, student11  
**CONTACT PHONE:** 404-656-6131  
**CONTACT EMAIL:** student11@doas.ga.gov

After the Bid close date expires additional information will be available at the posting of the NOIA or the NOA via the **Georgia Procurement Registry** (GPR) website and is accessible from the [eQuote Public Site](#)

**You can return to re-submit an eQuote bid response as long as the eQuote is open!**

## Chapter 3: After the Bid Closes

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### After the Bid Closes for eQuote Solicitations under \$100,000

The purchasing agent reviews the bids submitted, evaluates the responses, and makes an award decision. When the award is made, all vendors are notified of the decision.

The vendor who is awarded the eQuote receives the following email:

CC:
Subject: Winning Bid Opportunity
Several days ago ADMINISTRATIVE,SERVICES AGENCY issued you an invitation to bid on eQuote number: EQ-07-40300-51.
The message is to inform you that you are the selected vendor for this bid. You will receive a Purchase Order (Number: 0000001114) from ADMINISTRATIVE,SERVICES AGENCY in the near future.
The buyer processing this Quote is : student22, student22
The buyer can be contacted at : student22@doas.ga.gov
Thank you for doing business with ADMINISTRATIVE,SERVICES AGENCY.

The vendors who are not awarded the eQuote receive the following email:

Subject: Bid Opportunity Results
Several days ago ADMINISTRATIVE,SERVICES AGENCY issued you an invitation to bid on eQuote number: EQ-07-40300-51.
This message is to inform you that the award was made to another vendor. ADMINISTRATIVE,SERVICES AGENCY would like to thank you for participating in this process.

### Viewing Closed and under evaluation eQuotes

To see if an eQuote in which you are interested is in a closed and under evaluation status, go to the eQuote Public Site and click on to UnderEvaluation in the drop down menu:

[HOME](#)   [CONTACT US](#)

### Search Criteria For eQuote System

The following search criteria may be used in any combination. If no eQuotes meet ALL of the selected criteria, no search results will be displayed.

**Bid Status**

**Select Government Entity**

**eQuote Search Title**  
 (Enter word or phrase.)

**Sort Bid List By**

**Vendor's Guide to eQuote**

When you click  a listing of all closed/under evaluation eQuote appears:

Vendor's Bid responses will only be visible at the eQuote Public Site at the posting of the Notice of Intent to Award		
eQuote Number	eQuote Title	Agency
<a href="#">EQ-56200-8</a>	Kitchen Work Tables	BAINBRIDGE COLLEGE
<a href="#">EQ-56200-9</a>	Sinks	BAINBRIDGE COLLEGE
<a href="#">EQ-56200-10</a>	Proofer/Heater Cabinet	BAINBRIDGE COLLEGE
<a href="#">EQ-56200-7</a>	Kitchen Equipment	BAINBRIDGE COLLEGE
<a href="#">EQ-42703-16</a>	Accreditation manuals	CENTRAL STATE HOSPITAL
<a href="#">EQ-55400-23</a>	Replacement Vacuum Compressor	UNIVERSITY OF WEST GEORGIA
<a href="#">EQ-82000-26</a>	Sprinkler System - Nursing Lab Renovatio	ALBANY TECHNICAL COLLEGE

Note that you will not be able to see the actual bid responses until after the Notice of Award or the Notice of Intent to Award is posted.

## Viewing Awarded eQuotes

You can view awarded eQuotes by clicking Awarded in the drop-down menu:

[HOME](#)   [CONTACT US](#)

### Search Criteria For eQuote System

The following search criteria may be used in any combination. If no eQuotes meet ALL of the selected criteria, no search results will be displayed.

**Bid Status**

**Select Government Entity**

**eQuote Search Title**  
 (Enter word or phrase.)

**Sort Bid List By**

Vendor's Guide to eQuote

When you click  the following screen appears:

List of Awarded eQuotes			
Click on eQuote Number to see more information			
eQuote Number	eQuote Title	Agency	Quote Status
<a href="#">EQ-55700-15</a>	Bookstore Text Mobiles	ABRAHAM BALDWIN AGRICULTURAL COLLEGE	AWD
<a href="#">EQ-55700-17</a>	Convection Oven	ABRAHAM BALDWIN AGRICULTURAL COLLEGE	AWD
<a href="#">EQ-55700-22</a>	Utility/Transport Cart	ABRAHAM BALDWIN AGRICULTURAL COLLEGE	AWD

By clicking on the awarded eQuote number, the following appears:

### eQuote Details on EQ-55700-15

[View eQuote](#)  
[View Bid Responses](#)  
[View Award Information](#)

When the eQuote is viewed, the Notice Of Award should be attached at the header level:

<b>Closing Time</b>	1:00 PM
<b>NIGP Code Selection:</b>	75510 --- Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755.
<b>Documents</b>	<a href="#">Distributor Specifications</a> <a href="#">Standard Terms and Conditions</a> <a href="#">Questions and Answer Form</a> <a href="#">Sales and Use Tax Form</a> <a href="#">Small and Minority Business</a> <a href="#">Instruction to Bidders</a> <a href="#">Notice Of Intent To Award</a> <a href="#">Notice of Award</a>

Line	Line Title	Description	Line Nigp	No of	Line	eQuote Line
------	------------	-------------	-----------	-------	------	-------------

When [View Bid Responses](#) is clicked, a list of all vendors and their associated bid responses is shown:

**List of Vendors Who Bid on eQuote**

**EQ-55700-15**

VENDOR NAME	VENDOR CONTACT
<input type="button" value="Bid"/> DRD ENTERPRISES LLC	DEVON, DEENAH

When [View Award Information](#) is clicked, the justification for the award line by line can be viewed as can the date the award was made:

Line No.	Line Title	Description	Line Nigp	No of Units	eQuote Line Documents
(1.)	Truck Mounted Asphalt Distributor	The purpose of this solicitation is to provide a truck mounted asphalt distributor truck for the Georgia Department of Transportation. Please include any early-payment discount to your bid response as a separate document or in the comments section of your response.	75510-Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755	1 EA	

Bid Amount Per Unit	Amount per Line	Award Date	Vendor Name	Bidders Name
\$128885.590	\$128885.590	06/30/2008 12:15 PM	<a href="#">VOLVO AND GMC TRUCK CENTER</a> <a href="#">OF</a>	<a href="#">BRUCE W. STADLER</a>

**Buyer Justification:** Lowest responsive and responsible bidder.

## After the Bid Closes for eQuote Solicitations \$100,000 and above

eQuotes of \$100,000 first must have an NOIA (Notice of Intent to Award) before a final award. The NOIA stays in effect for at least ten days. If a protest is filed, the NOIA time-period is stayed until the protest situation is settled. Vendors are sent an email indicating the NOIA. Vendors can go to the automated system on the eQuote Public Site to see the NOIA document attached to the eQuote

### Search Criteria For eQuote System

The following search criteria may be used in any combination. If no eQuotes meet ALL of the selected criteria, no search results will be displayed.

**Bid Status**

**Select Government Entity**

**eQuote Search Title**  
 (Enter word or phrase.)

**Sort Bid List By**

Vendor's Guide to eQuote

EQ

The following is an example of a search of all eQuotes under NOIA status:

List of UnderEvaluation eQuotes				
Click on eQuote Number to see more information				
All electronic bids received are displayed on this page regardless of whether the electronic bids may be considered responsive or the bids may be considered non-responsive. Once the evaluation has been completed, the resulting contract award(s), if any, will be announced.				
Quote Number	eQuote Title	Agency	Quote Status	Close Date
<a href="#">Q-50300-31</a>	Distance Learning Eqmt GT#14132 & 14137	GEORGIA INSTITUTE OF TECHNOLOGY	noia 5 days	06/15/08
<a href="#">Q-48400-239</a>	Asphalt Aggregate for District 1	TRANSPORTATION,DEPARTMENT OF	noia 1 days	05/15/08
<a href="#">Q-48400-309</a>	Concrete Pipe and Flaired End Sections	TRANSPORTATION,DEPARTMENT OF	noia 2 days	06/15/08
<a href="#">Q-48400-233</a>	Asphalt Aggregate for District 2	TRANSPORTATION,DEPARTMENT OF	noia 1 days	05/15/08

Notice the number of days remaining for the eQuote to be under NOIA status is indicated.

By clicking the eQuote number, the following options are available:

### eQuote Details on EQ-50300-31

[View eQuote](#)  
[View Bid Responses](#)  
[View Intended Award that triggered NOIA](#)

EQ\_publicView\_de

Clicking to view the bid responses shows all vendors who responded and their bids:

### List of Vendors Who Bid on eQuote

**EQ-50300-31**

VENDOR NAME	VENDOR CONTACT
<input type="button" value="Bid"/> PROFESSIONAL COMMUNICATIONS SY	KARL, LASTER
<input type="button" value="Bid"/> AMASA ENTERPRISES	SABBA, SHAH

EQ\_publicView\_Vendor



Clicking to view the NOIA shows the following:

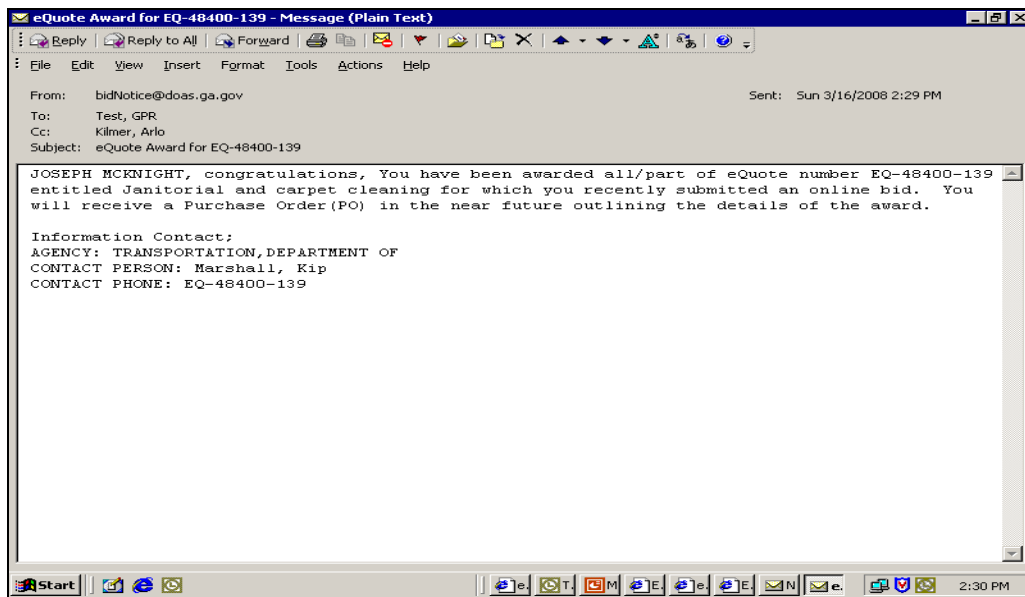
NOTICE OF INTENT TO AWARD					
eQuote Number EQ-48400-239					
The agency, State Purchasing Division, that issued this eQuote has issued this Notice of Intent to Award(NOIA) to inform bidders of their preferred award. This intent will become official 10 days from today. The Intent to Award is shown below.					
eQuote Reference number		EQ-48400-239			
eQuote Title		Asphalt Aggregate for District 1			
Agency Name		State Purchasing Division			
Agency Award Buyer		AZIZ TASHBULATOV			
Line	Units	Bid/Unit	Bid Extended	Line Description	Bidder
1	10000.0	13.5	135000.000	#89 Coarse Aggregate - Group	JEFF MILLER

Clicking on the actual eQuote shows the NOIA document:

<b>NIGP Code Selection:</b>	75035 --- Crushed Stone (Includes Riprap). 96239 --- Hauling Services.
<b>Documents</b>	<a href="#">Instructions to Bidders</a> <a href="#">Open Agency Contract</a> <a href="#">Sales and Use Tax Registration</a> <a href="#">Small or Minority Business Form</a> <a href="#">Standard Terms and Conditions</a> <a href="#">Special Terms and Conditions</a> <a href="#">Section 800 Coarse Aggregate</a> <a href="#">Table 800.1 - Coarse Aggregate</a> <a href="#">Section 802 Aggregate Asphalt</a> <a href="#">Qualified Product List, QPL-1</a> <a href="#">Qualified Product List, QPL-2</a> <a href="#">Questions and Answers</a> <a href="#">Addendum 1</a> <a href="#">Notice of Intent to Award</a>

In addition all vendors who responded to the eQuote are sent an email explaining the NOIA

Once the 10 calendar days have expired if no protest has been filed or once the protest has been settled, a Notice of Award (NOA) will be issued and posted as an attachment on the eQuote and the award information will be posted to the Public eQuote Site on the GPR. In addition, the awarded vendor(s) who have participated will receive the following email as provided in the example below.



## **Section 4: Frequently Asked Questions (FAQ's)**

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Below are some FAQ's that have been asked. As eQuote is used and more questions are posed, we will work to update this chapter of the manual.

### **Getting started:**

Q: How do I get notified of eQuote invitations?

A: You first must be registered with the Vendor Registration System. The eQuote Vendor's Guide includes a section in Chapter 1 that explains how to register. It is important that you register with accurate NIGP Codes. You may also see open eQuote on the Public eQuote Site.

### **The vendor User ID and Password:**

Q: What is the eQuote User ID and Password?

A: The eQuote User ID and Password are unique to each eQuote. It is important that this User ID and Password is not confused with the User ID and Password a vendor has for the Vendor Registration System.

### **The vendor email that offers the eQuote invitation:**

Q: You accidentally delete the email that offers the eQuote invitation.

A: Contact the purchasing agent and get the email notification re-sent to you

Q: You never receive the email.

A: Contact the purchasing agent and get the email notification re-sent to you

Q: Your system blocks the email.

A: Contact the purchasing agent and get the email notification re-sent to you

Q: You find out about the eQuote but did not receive an email notification.

A: Contact the purchasing agent who will add you to the eQuote vendor list and you will receive an email invitation

### **When eQuote can be used and when eQuote cannot or should not be used:**

Q: What types of solicitations should eQuote be used for? What types of solicitations should eQuote not be used for?

A: eQuote was designed for simple solicitations where price is the only determining factor. eQuote can be used for commodity and service procurements but not with an RFP. In addition, eQuote cannot be used whenever bonds are required (bid, payment or performance) or with any construction bid.

Q: Why can't eQuote be used for any construction bid?

A: eQuote cannot be used for any construction bid because construction bids require the use of a project manual and must be posted for 30 days.

Q: But what type of procurement items are eligible/recommended for eQuotes?

A: eQuote can be used for any simple price-only bid response.

Q: Do you think that eQuote will possibly expand to the purchase of IT related products?

A: Yes, eQuote can be used for IT related products as long as all policies and procedures are followed.

Q: Can Sole Source purchases be posted on eQuote meeting the posting requirements for those types of purchases?

A: No.

Q: Would you consider Gutter Installation or Air Duct Cleaning Services as "Construction" which would require 30 days per law as you stated? Please elaborate on what we would need to do for Facility Maintenance.

A: No, it is not construction it is a service. If you are going to use eQuote to award to other than price a RFP should be used for service related sourcing events.

Q: Do you recommend using eQuote for services that falls within the DPA of the agency and within the income limit for eQuote?

A: It depends on the service. eQuote should only be used if it is a simple service that can be awarded solely on price. If it is a new service, an RFP can be used or it should be posted to the GPR.

Q: Can you use the eQuote system for printing of magazines and handbooks?

A: Yes since you could ask for a sample.

### **I want to modify my bid:**

Q: I want to modify my bid.

A: As long as the eQuote is still open, you can contact the purchasing agent who will arrange for you to receive an email allowing you to re-enter eQuote to make your changes.

Q: I want to withdraw your eQuote bid response.

A: As long as the eQuote is still open, you can contact the purchasing agent who will arrange for you to receive an email allowing you to re-enter eQuote to make your changes.

### **Adding a vendor:**

Q: Can a vendor be added to the randomly-selected list?

A: Yes, if the vendor is already registered in the Vendor Registration System. If the vendor is not registered, it may take up to 24 hours for the registration profile to upload into the system.

Q: Do you plan to be able to add a vendor individually even though they were not registered for the chosen NIGP?

A: The enhancement will send an email to the vendor inviting them to participate in the eQuote solicitation and instructing them to register for the proper NIGP code on the Vendor Registry. The email will provide a link to the Vendor Registration System and also a link to the Vendor's eQuote Guide. Until then, a vendor who does not have the chosen NIGP Codes can be added without changing the eQuote. However, it is recommended the vendor to go back to the Vendor Registration System and amend his/her profile to include this selected NIGP Codes.

## **Explaining policy, process, terminology and technology issues:**

Q: Will eQuote replace the requirement to post to the Georgia Procurement Registry?

A: Yes, for only those solicitation being processed through the eQuote system.

Q: Can a P-card be used to pay for the eQuote?

A: Only a purchase orders can be used. Use of P-card is being considered for a future enhancement.

Q: Can a pre-bid conference or a site visit be included as a part of an eQuote?

A: Yes, however a pre-bid conference is to take place at least five days before the closing of any bid including an eQuote bid.

Q: Can vendors add documents to their bid submissions?

A: Yes. However, eQuote may consider only the price submitted by the vendor.

Q: Do you still have to use RFQs in addition to eQuote?

A: No. eQuote is designed to replace simple RFQs

Q: Please define the dollar value.

A: The dollar value is the estimated dollar amount for that eQuote.

Q: Isn't there a download from the Vendor Registration System to PeopleSoft?

A: No.

Q: What is the time frame for awarding a quote?

A: The eQuote is open for 2 to 20 business days then it closes and it is the poster's responsibility to award.

Q: If a vendor wants to partner with another vendor in order to bid, and what about vendors who are comprised of individual contractors who can be hired to operate under the same corporate umbrella?

A: If there is a partnership, they must be registered under the Georgia Vendor Registration System. The vendor of multiple supplies must be willing to honor their pricing.

Q: Will eQuote incorporate the Reverse Auction process?

A: No. Not at this time, but it will be considered in future enhancements.

## **Making an award:**

Q: Can the eQuote award be split among vendors?

A: Yes.

Q: How will I be notified if I'm awarded?

A: You will receive a purchase order from the purchasing agent OR be contacted with P- card information.

Q: If a vendor is to "respond" to each NIGP on each line, if the vendor doesn't provide the particular goods/services for one of multiple lines on the eQuote bid, how do they "respond"....."No bid"?

A: The vendor indicates at each line item "No bid". In doing so, the individual line items may be awarded to multiple vendors.

Q: If a vendor used 0.00 as the bid amount, this will cause the vendor to be the low bidder. Does the system accept 0.00 as a legitimate amount?

A: The system may allow such a bid, but when you review the bids, that can be used a valid reason to deny that vendor the award. The vendor should be contacted to ask why 0.00 was entered. If the reason is that the vendor does not have that item or service, the award of that line item must be denied. If the *reason is* that the vendor is not charging for that item or service, the bid response may be considered.

### **Re-Award of a Solicitation:**

Q: Can the purchasing agent re-award a solicitation if there is problem with the original award?

A: Yes, An email notification will go out stating that you have been awarded all or part of the eQuote due to a re-award.

NOTE: If your pricing has a time limitation (such as 60 days), please indicate this information in your eQuote response

### **NIGP Codes:**

Q: What enhancements were made to allow a purchasing agent to enter multiple NIGP Codes?

A: Purchasing agents can add as many lines as needed to the . Each line can have its own NIGP Code. The awarded vendor must be able to provide the commodities or services solicited on the entire eQuote.

Q: Can you use more than one NIGP code in an eQuote?

A: The current eQuote allows one NIGP code per line item and the selected vendor must be able to provide what is on each line.

### **Vendor notification:**

Q: What types of notifications do the selected vendors receive?

A: Selected vendors, both randomly selected and those added by the purchasing agent, receive the following email notifications:

- An invitation to participate in the eQuote solicitation
- An acknowledgment that their eQuote has been received
- A notice of any change or correction to the eQuote (optional)
- A notice if the vendor has been awarded the eQuote
- A notice if the vendor has not been awarded the eQuote
- A notice if the eQuote has been canceled

### **Getting Help:**

Q: What should I do if I have problems with eQuote?

A: DOAS State Purchasing has a team of employees who will be working our Help Desk. All staff members who work on this team are being trained on eQuote. You can contact them during regular business hours at 404-657-6000.

### **Important Things to Remember:**

- When you get an email eQuote invitation and decide to look at the eQuote, use the one-time userid and password provided. **DO NOT use your Vendor Registration userid and password**
- If you click “Do Not Wish to Bid” your one-time userid and password will be deactivated
- Do not fax in your responses or email them in or send them in via postal services. **Responses MUST be submitted electronically**
- If you do not get an email confirmation after submitting your eQuote response, THE SYSTEM DID NOT TAKE
- Your eQuote response is considered as the time the system accepted it, NOT THE TIME YOU SENT IT (maybe be a minute or two before it is accepted)

### **Help Desk Support and Assistance**

- 404-657-6000
- Phone attendants are trained on eQuote
- [eQuote@doas.ga.gov](mailto:eQuote@doas.ga.gov)

## Appendix A: State of Georgia eQuote Solicitation Instructions

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### STATE OF GEORGIA eQuote Solicitation Instructions

Please note that these instructions may be supplemented by additional instructions or special terms provided by the Agency in the Request for Quotes.

#### 1.0 DEFINITIONS

- 1.1 **“Agency”** means the State of Georgia entity identified in the eRFQ to contract with the successful vendor.
- 1.2 **“eRFQ”** means the electronic Request for Quotes (and any amendments or addenda thereto).
- 1.3 **“Response”** means the vendor’s quote, including any accepted modifications or clarifications.

#### 2.0 SOLICITATION

- 2.1 **eRFQ Requirements.** Vendors must respond as directed to all required specifications or other mandatory requirements, including providing all requested information, forms, product samples or demonstrations.
- 2.2 **References to Brand Name Products.** Unless otherwise specified, references to brand name or trade name/mark products are intended to be descriptive, but not restrictive, and are used to indicate the quality and characteristics of products that may be offered. Other products may be considered for award if such products are clearly identified and are determined by the Agency to meet its needs in all respects. All Responses must indicate the brand name and model or series number of the product offered and include such specifications, catalog pages, or other data that will provide an adequate basis for determining the quality and functional capabilities of the product offered.
- 2.3 **Amending or Canceling the Solicitation.** The Agency reserves the right to amend the eRFQ without prior notice, at any time, at its sole discretion by one or more written addenda. The eRFQ may be withdrawn or cancelled by the Agency at any time.

#### 3.0 VENDOR’S SUBMITTED RESPONSE

- 3.1 **Vendor’s Offer.** The vendor understands and agrees that the Response constitutes an offer, which, when accepted in writing by the Agency, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the vendor and the Agency. Unless indicated otherwise in the eRFQ, the offer conveyed by the Response shall remain open for a period of thirty (30) days from the date of the eRFQ closing, which offer may be extended with the vendor’s consent. All Responses shall be made in accordance with the provisions of the *Georgia Vendor Manual*, these instructions and the eRFQ. In case of a conflict between these instructions and the *Georgia Vendor Manual*, the former shall govern.
- 3.2 **Vendor Pricing.**
  - 3.2.1 **Offered Pricing.** Vendors are requested to quote net prices. In the event there is a discrepancy between the quoted unit price and the extended price, the unit price shall govern.
  - 3.2.2 **Cash Discounts.** Any cash discount offered to the Agency must be clearly identified in the Response. In the event that the State is entitled to a cash discount,



the period of computation will commence on the date of delivery, or receipt of a correctly completed invoice indicating the discount, whichever occurs later.

**3.3 Delivery.** Unless otherwise specified in any terms and conditions attached to the eRFQ, all product deliveries will be F.O.B. destination and all shipping charges must be included in the quoted cost.

**3.4 Impermissible Language.**

**3.4.1 Late Charges or Interest Charges.** Responses containing provisions for late or interest charges cannot be awarded a contract. Vendors must “strike through” any such provisions in printed forms and initial such revisions prior to submitting a Response to the Agency.

**3.4.2 “Minimum” Provisions.** Responses containing minimum order, shipping quantity or dollar value provisions, unless otherwise called for in the eRFQ, may be determined non-responsive.

**3.4.3 Prepayment or Progress Payment.** Responses containing prepayment and/or progress payment requirements may be determined non-responsive unless otherwise permitted by the eRFQ.

**3.4.4 Payment in Less Than Thirty Days.** Unless permitted by the eRFQ, Responses requiring payment from the Agency in less than thirty (30) days will be considered non-responsive.

**3.4.5 Taxes.** The State is exempt from certain taxes and no provision for such taxes should be included in the Response.

**3.5 Identifying Vendor Exceptions.** Any permitted exceptions to the eRFQ, including any attached contract terms and conditions, must be clearly and separately identified in the Response. The Agency reserves the right to reject any or all of the proposed exceptions or modify the contract consistent with the successful vendor’s Response, provided that no such modifications would, in the sole discretion of the Agency, affect the eRFQ evaluation criteria or give the successful vendor a competitive advantage.

**3.6 Public Records.** The vendor is hereby notified that any and all materials submitted in response to this eRFQ are subject to the provisions of the Georgia Open Records Act (O.C.G.A. § 50-18-70 *et seq.*).

**3.7 Submitting Vendor Responses.** The Response and all submitted materials become the property of the State. The vendor shall be solely responsible for any costs associated with developing and preparing the Response.

**3.8 Response Withdrawal.** Responses may be withdrawn by the vendor prior to the eRFQ closing date.

**4.0 EVALUATION AND CONTRACT AWARD**

**4.1 Award Criteria.** Any contract award resulting from the eRFQ will be made to the lowest, responsive and responsible vendor meeting all specifications and with whom the Agency has reached agreement on all contract terms and conditions.

**4.2 Agency’s Rights.** The Agency reserves the right to: (a) waive minor irregularities, variances or non-material defects in a Response; (b) reject any and all Responses, in whole or in part; (c) request clarifications from vendors; (d) request resubmissions from all vendors; (e) make partial, progressive or multiple awards; and (f) take any other action as permitted by law.

**4.3 Resolving Contract Exceptions.** Prior to contract award, the apparent winning vendor may be required to enter into discussions with the Agency to resolve any contractual differences. If contract discussions are not finalized within such reasonable time frame as is identified by

the Agency, the Response may be rejected and discussions may be initiated with the next best ranked vendor.

- 4.4 Reciprocal Preference Law.** For the purposes of evaluation only, vendors resident in the State of Georgia will be granted the same preference over vendors resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding contracts for the same goods or services by such other state to vendors resident therein over vendors resident in the State of Georgia. For the purposes of this law, the definition of a resident vendor is one who maintains a place of business with at least one employee inside the State of Georgia.
- 4.5 Vendor Registration Requirement.** No award will be made to any vendor not registered with the Department of Administrative Services' Vendor Registration System.
- 4.6 Small and Minority Business Participation.** It is the policy of the State of Georgia that small and minority business enterprises shall have a fair and equal opportunity to participate in the State purchasing process. Therefore, the State of Georgia encourages all small and minority business enterprises to compete for, win and receive contracts for goods, services and construction. Also, the State encourages all companies to subcontract portions of any State contract to small and minority business enterprises.

## **5.0 VENDOR CONDUCT**

- 5.1 Vendor Communication with the State.** Vendors shall not communicate with state staff regarding the eRFQ before contract award or cancellation of the eRFQ, except through the identified Agency representative. Responses submitted by vendors violating this provision are subject to rejection.
- 5.2 Informal Complaints.** If the Agency is subject to the State Purchasing Act (Code Sections 50-5-50 et seq.), vendors must comply with Section 3.8 of the *Georgia Vendor Manual* regarding informal complaints.

## Appendix B: State of Georgia eQuote STANDARD TERMS AND CONDITIONS FOR GOODS AND/OR SERVICES

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### STATE OF GEORGIA

#### eQUOTE STANDARD TERMS AND CONDITIONS FOR GOODS AND/OR SERVICES

Please note that these terms and conditions may be supplemented or revised by additional instructions or special terms provided by the Agency with the Request for Quotes. In the event of a conflict between these eQuote Standard Terms and Conditions for Goods and/or Services and the additional instructions or special terms provided by the Agency with the Request for Quotes, the latter shall govern.

#### A. DEFINITIONS

**Definitions.** The following words shall be defined as set forth below:

- (i) **“Agency”** means the State of Georgia entity identified in the eRFQ to contract with the successful vendor.
- (ii) **“Contract”** means the agreement between the Agency and the Contractor as defined by the State of Georgia eQuote Standard Terms and Conditions and all incorporated documents.
- (iii) **“Contractor”** means the provider of the goods and/or services under the Contract.
- (iv) **“Response”** means the Contractor’s submitted response to the eRFQ, including any modifications or clarifications explicitly accepted by the Agency in writing.
- (v) **“eRFQ”** means the Request for Quotes or other solicitation document (and any amendments or addenda thereto) that was used to solicit the goods and/or services that are subject to the Contract.

#### B. INCORPORATED DOCUMENTS

The terms, conditions, and specifications of the eRFQ and the Contractor’s Response are hereby incorporated by reference and made a part hereof just as if they had been fully set out herein. In the case of any inconsistency or conflict among the specific provisions of the Contract and any incorporated documents, any inconsistency or conflict shall be resolved as follows: first, by giving preference to the specific provisions of the Contract; second, by giving preference to the specific provisions of the eRFQ; and third, by giving preference to the specific provisions of the Contractor’s Response. Any pre-printed terms and conditions included on Contractor’s forms or invoices shall be null and void.

#### C. DURATION OF CONTRACT

The Contract between the Agency and the Contractor shall begin and end on the dates specified in the eRFQ (or upon completion of all deliverables), unless terminated earlier in accordance with the applicable terms and conditions of this Contract. Pursuant to O.C.G.A. Section 50-5-64, this Contract shall not be deemed to create a debt of the State for the payment of any sum beyond the fiscal year in which the appropriations have been made.

#### D. DELIVERABLES

1. **Specifications in Bidding Documents.** The Contractor shall provide all goods, services, and other deliverables required in the eRFQ that comply with the specifications contained in the eRFQ and the terms of the Contract, plus those goods, services and other deliverables as may additionally be described in Contractor’s Response.
2. **Product Shipment and Delivery.** All products shall be shipped F.O.B. destination, freight prepaid and included to the location(s) specified in the eRFQ or as provided in the Agency’s purchase instrument. All items shall be at the Contractor’s risk until they have been delivered and accepted by

the receiving entity. All items shall be subject to inspection on delivery. Hidden damage will remain the responsibility of the Contractor to remedy without cost to the Agency, regardless of when the hidden damage is discovered.

3. **Non-Exclusive Rights and No Minimums Guaranteed.** The Contract is not exclusive. The Agency reserves the right to select other contractors to provide goods and services similar to goods and services described in the Contract during the term of the Contract. The Contract does not guarantee any minimum level of purchases unless stated otherwise in the eRFQ.

#### **E. COMPENSATION**

1. **Pricing.** The Contractor will be paid for the goods and services sold pursuant to the Contract in accordance with the Contract. Unless clearly stated otherwise in the eRFQ, all prices are firm and fixed and are not subject to variation. Prices include, but are not limited to freight, insurance, fuel surcharges and customs duties.
2. **Billings.** If applicable, and unless the eRFQ provides otherwise, the Contractor shall submit, on a regular basis, an invoice for goods and services supplied to the Agency under the Contract at the billing address identified by Agency and the Agency shall remit payment to the Contractor within thirty (30) calendar days of the Agency's receipt of the invoice.
3. **Delay of Payment Due to Contractor's Failure.** If the Agency in good faith determines that the Contractor has failed to perform or deliver any service or product as required by the Contract, the Contractor shall not be entitled to any compensation under the Contract until such service or product is performed or delivered. In this event, the Agency may withhold that portion of the Contractor's compensation which represents payment for services or products that were not performed or delivered.

#### **F. TERMINATION**

1. **Immediate Termination.** Pursuant to O.C.G.A. Section 50-5-64, this Contract will terminate immediately and absolutely if the Agency determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the Agency cannot fulfill its obligations under the Contract, which determination is at the Agency's sole discretion and shall be conclusive. If the Agency declares a lack of funding pursuant to this paragraph, the Agency will not contract for the same goods or services during the remainder of the fiscal year (July 1 – June 30) in which the lack of funding was declared.
2. **Termination Upon Notice.** Following thirty (30) calendar days' written notice, the Agency may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor.
3. **Payment Limitation in Event of Termination.** In the event of termination of the Contract for any reason by the Agency, the Agency shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to and including the date of termination of the Contract and for which the Agency is obligated to pay pursuant to its Contract or purchase instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the Agency under the Contract in the event of termination.
4. **The Contractor's Termination Duties.** Upon receipt of notice of termination or upon request of the Agency, the Contractor shall cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs. Contractor shall immediately cease using and return to the Agency any personal property or materials, whether tangible or intangible, provided by the Agency to the Contractor. Further, the Contractor shall immediately return to the Agency any payments made by the Agency for goods and services that were not delivered or rendered by the Contractor.

#### **G. PATENT/COPYRIGHT INFRINGEMENT INDEMNIFICATION**

Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit instituted against the State and indemnify the State against any award of damages and costs made against the State by a final judgment of a court of last resort in such suit insofar as the same is based on any claim that any of the goods and/or services constitutes an infringement of any United States Letters Patent or copyright, provided the State gives the Contractor immediate notice in writing of the institution of such suit, permits Contractor to fully participate in the defense of the same, and gives Contractor all available information, assistance and authority to enable Contractor to do so. Subject to approval of the Attorney General of the State of Georgia, the Agency shall tender defense of any such action to Contractor upon request by Contractor. Contractor shall not be liable for any award of judgment against the State reached by compromise or settlement unless Contractor accepts the compromise or settlement. Contractor shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement shall be binding upon the State unless approved by the State.

In case any of the goods and/or services is in any suit held to constitute infringement and its use is enjoined, Contractor shall, at its option and expense:

- (i) Procure for the State the right to continue using the goods and/or services;
- (ii) Replace or modify the same so that it becomes non-infringing; or
- (iii) Remove the same and cancel any future charges pertaining thereto.

Contractor, however, shall have no liability to the State if any such patent, or copyright infringement or claim thereof is based upon or arises out of:

- (i) Compliance with designs, plans or specifications furnished by or on behalf of the Agency as to the goods and/or services;
- (ii) Use of the goods and/or services in combination with apparatus or devices not supplied by Contractor;
- (iii) Use of the goods and/or services in a manner for which the same was neither designed nor contemplated; or
- (iv) The claimed infringement of any patent or copyright in which the Agency or any affiliate or subsidiary of the Agency has any direct interest by license or otherwise.

The indemnification obligation of the Contractor shall survive termination of the Contract.

## **H. INSURANCE AND BONDS**

Contractor shall provide all insurance and all required bonds in accordance with the eRFQ.

- I. Warranties.** The Contractor represents and expressly warrants that all aspects of the goods and services provided or used by it are merchantable and shall at a minimum conform to the standards in the Contractor's industry. The warranties expressed in the Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Contractor. Acceptance by the Agency shall not relieve the Contractor of its warranty or any other obligation under the Contract.

- 1. Originality and Title to Concepts, Materials, and Goods Produced.** Contractor represents and warrants that all the concepts, materials, goods and services produced, or provided to the State pursuant to the terms of the Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. Contractor represents and warrants that title to any property assigned, conveyed or licensed to the Agency is good and that transfer of title or license to the State is rightful and that all property shall be delivered free of any security interest or other lien or encumbrance.

2. **Authority to Enter into Contract.** The Contractor represents and warrants that it has full authority to enter into the Contract and that it has not granted and will not grant any right or interest to any person or entity that might derogate, encumber or interfere with the rights granted to the State and the Agency.

## **J. CONTRACT ADMINISTRATION**

1. **Compliance with the Law.** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders now or hereafter in effect when performing under the Contract. The provisions of O.C.G.A. Section 45-10-20 et seq. have not and must not be violated under the terms of this Contract.
2. **Drug-free Workplace.** The Contractor hereby certifies as follows:
  - (i) Contractor will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Contract; and
  - (ii) If Contractor has more than one employee, including Contractor, Contractor shall provide for such employee(s) a drug-free workplace, in accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Contract; and
  - (iii) Contractor will secure from any subcontractor hired to work on any job assigned under this Contract the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph 7 of subsection (b) of Code Section 50-24-3."

Contractor may be suspended, terminated, or debarred if it is determined that:

- (i) Contractor has made false certification here in above; or
  - (ii) Contractor has violated such certification by failure to carry out the requirements of O.C.G.A. Section 50-24-3(b).
3. **Amendments.** The Contract may be amended in writing by mutual consent of the parties. All amendments to the Contract must be in writing and fully executed by duly authorized representatives of the parties.
4. **Third Party Beneficiaries.** There are no third-party beneficiaries to the Contract. The Contract is intended only to benefit the Agency, the State, and the Contractor.
5. **Choice of Law and Forum.** The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provisions of State law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Contract, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to the State.
6. **Integration.** The Contract represents the entire agreement between the parties.
7. **Notice.** Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by Federal Express, courier or other similar and reliable carrier which shall be addressed to the person who signed the Contract on behalf of the party at the address identified in the eRFQ.

- 8. Severability.** If any provision of the Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the Contract.
- 9. Time is of the Essence.** Time is of the essence with respect to the performance of the terms of the Contract.
- 10. Debarred, Suspended and Ineligible Status.** Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended or declared ineligible by any agency of the State of Georgia. Contractor will immediately notify the Agency if Contractor is debarred by the State or placed on the Consolidated List of Debarred, Suspended and Ineligible Contractors by a federal entity.
- 11 Taxes.** The Agency is exempt from certain sales and use taxes. By executing the Contract the Contractor certifies it is either (a) registered with the Georgia State Department of Revenue, collects, and remits State sales and use taxes as required by Georgia law, including Chapter 8 of Title 48 of the O.C.G.A.; or (b) not a “retailer” as defined in O.C.G.A. Section 48-8-2.
- 12. Force Majeure.** Neither party will be liable to the other party for nonperformance resulting from labor strikes, riots, wars, acts of governmental authorities preventing performance, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.
- 13. Limitation of Contractor’s Liability to the State.** Except as otherwise provided in this Contract, Contractor’s liability to the State for any claim of damages arising out of this Contract shall be limited to direct damages and shall not exceed the total amount paid to Contractor for the performance under this Contract. No limitation of Contractor's liability shall apply to Contractor's liability for loss or damage to State equipment or other property while such equipment or other property is in the sole care, custody, and control of Contractor's personnel. Contractor hereby expressly agrees to assume all risk of loss or damage to any such State equipment or other property in the care, custody, and control of Contractor's personnel. Contractor shall only be liable to the extent of Contractor’s contribution to the situation giving rise to the claim. Contractor shall have no liability if the situation giving rise to the claim results solely from the act or omission of the Agency. Nothing in this section shall limit or affect Contractor's liability arising from claims brought by any third party.
- 14. Obligations Beyond Contract Term.** The Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to the Contract. All obligations of the Contractor incurred or existing under the Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of the Contract.
- 15. Transition Cooperation and Cooperation with other Contractors.** Contractor agrees that upon termination of this Contract for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to the State or another contractor. The Contractor shall provide full disclosure to the State and the third-party contractor about the equipment, software, or services required to perform services for the State. The Contractor shall transfer licenses or assign agreements for any software or third-party services used to provide the services to the State or to another contractor.